

ROAD APPROACH PERMIT APPLICATION, Page 1

Approach Type:	<input type="checkbox"/> Residence <input type="checkbox"/> Subdivision	<input type="checkbox"/> Ag/Forest <input type="checkbox"/> Recreational	<input type="checkbox"/> Commercial <input type="checkbox"/> Unspecified	Area:	RA	BY
<input type="checkbox"/> Secondary <input type="checkbox"/> Temporary				Receipt #:		
<input type="checkbox"/> Existing Approach – Verification only <input type="checkbox"/> Existing Approach - Change in Use from: <input type="checkbox"/> Existing Approach –Upgrade needed:				<input type="checkbox"/> Process in-house - original approach, # , is approved.		

Standard Road Approach Permit Fee: \$125.00 (Non-refundable)

Existing Approach – Upgrade or Change of Use Fee: \$125.00 (Non-refundable)

Tax Parcel #:	Planning Review #:	<input type="checkbox"/> Approved <input type="checkbox"/> Needed
Legal Description:		
Related Permits: <input type="checkbox"/> Lot Status OK		
Owner Name & Mailing Address:		
Phone: ()	Alternate Phone: ()	Email:
Agent Name & Mailing Address:		
Phone: ()	Alternate Phone: ()	Email:
Applicant Name & Mailing Address: Same as <input type="checkbox"/> Owner <input type="checkbox"/> Agent		
Phone: ()	Alternate Phone: ()	Email:
Professional Name & Mailing Address:		
Phone: ()	Alternate Phone: ()	Email:
Address of Approach Site _____ <input type="checkbox"/> Private road		
Location:		

Notes:

I hereby represent that I own the land adjoining the approach authorized by this permit, and/or have the legal right to cross same and shall, upon findings of my misrepresentation of same, remove said approach at my sole cost, and shall indemnify and hold County harmless from any and all claims arising out of such misrepresentation to the County.

I affirm that all answers, statements, and information submitted with this application are true, accurate, and complete to the best of my knowledge. If **Owner** information is filled out, I affirm that I am the owner of the subject property. If **Agent, Professional** and/or **Applicant** information is filled out, I am duly authorized by owner to act in respect to this application.

I acknowledge that issuance of a road approach permit does not guarantee issuance of any other county permits or that the driveway/private road meets Lewis County road standards.

Standard Road Approach Permit OR Existing Road Approach – Upgrade or Change in Use

A road approach permit shall be valid for a time of 60 days from the date of initial field inspection and issuance of the permit (Part 2). Issuance of a road approach permit does not guarantee issuance of other county permits or that the driveway/private road meets Lewis County road standards.

Access shall not be considered as legal until final inspection and approval per 12.60 LCC, and permit is issued subject to the provisions of Lewis County Code 12.60.280(4)(b).

I have been provided with and agree to the conditions for the approach as summarized in the attached permit packet.

Existing Approach – Verification Only

☐ This road approach was installed prior to January 1, 2004, or already has an approved approach.

I understand that the purpose of this document is to serve as verification of an existing, functional road approach installed prior to the current permitting process (January 1, 2004). A functional approach has adequate sight distance and width and does not pose a potential hazard to the county road.

Signature* _____ Print Name: _____ Date: _____

*An agent or representative of a property owner will submit legal proof of such capacity upon request AND state the owner's name and address above.

☐ Representation of ownership and legal access ☐ is ☐ is not acceptable for processing. _____

Copies of Approved Permit to: ☐ Owner ☐ Agent ☐ Other: _____ ☐ Email: _____

DATE	PERMIT NUMBER

The Lewis County Road Standards are available on the Lewis County Web Site:
www.lewiscountywa.gov (under County Code, Title 12 Public Roads and Places).

STANDARD ROAD APPROACH PERMIT APPLICATION OR EXISTING APPROACH VERIFICATION – CHANGE IN USE TIME LIMITS AND RESTRICTIONS

A copy of this permit is to be maintained on-site while the work is being performed (Ord. 1183).

These procedures don't apply to existing approaches that don't need any work or don't involve a change in use. The supervisor will approve these without your needing to meet with him. He will call you for a meeting only if some work is needed.

Please read the steps below and check off the Applicant steps as they are completed.

For new approaches, or for existing approaches to be upgraded or the use changed:

- ☐ Applicant fills out the road approach permit application form and pays the fee for the road approach.
- ☐ PW Office Assistant holds permit until staked and planning review (if any) is approved, then forwards to Property Management.
- ☐ Applicant marks the site for the proposed road approach using the provided stake.
- ☐ **Applicant tells Public Works [(360) 740-1123] when the location is staked.** ☐ Staked _____
- ☐ Within seven working days of planning review approval, Property Management checks for legal access, road standards-related issues, and possible easement of necessity, then faxes permit and supporting documents to Field Supervisor. _____
- ☐ Within ten days of receiving the road approach packet from Property Management, the Field Supervisor checks the location for sight distance and other safety factors.
- ☐ Field Supervisor contacts Applicant to meet at the proposed road approach site and/or review requirements for the approach. Field Supervisor gives or mails a copy of the instructions to Applicant and notifies Office Assistant that approach location is approved. Date of Initial Field Inspection: _____ ☐ Location acceptable, by _____.
- ☐ Office Assistant notifies Community Development of acceptable location so building permit (if any) can be issued.
- ☐ **Applicant purchases material and installs the road approach within 60 days of receiving instructions from the Field Supervisor. If installation is delayed and will take longer than 60 days, Applicant contacts the Supervisor at the telephone number below for an extension.**
- ☐ **Applicant calls the Field Supervisor, _____ at (360) _____ after the installation of the road approach is complete, for a final inspection, needed for building final occupancy.**
- ☐ Field Supervisor inspects newly installed approach and approves or disapproves.
*****Without final road approach approval, a building cannot get a final inspection for occupancy.*****
- ☐ When final inspection is completed, Field Supervisor sends the permit to the Public Works Office Assistant.
- ☐ The Public Works Office Assistant updates the road approach permit database, notifies Community Development of the approval (if related to a development permit), and mails a copy to the Applicant(s).

I have read this information: _____

Initials

Date: _____